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COLCHESTER BOARD OF EDUCATION
Ad Hoc Budget Committee Meeting

Friday, October 18, 2024
8:30 AM
Board of Education Central Office

MINUTES

BOARD MEMBERS PRESENT : Christopher Rivers, Margo Gignac and Stefanie Tracey-Calash

ADMINISTRATION PRESENT : Superintendent Daniel P. Sullivan, III

OTHERS PRESENT : Assistant Director of Finance and Operations Alexis Cook and Executive Assistant to the Superintendent Alyssa Fratoni

1. **MEETING OPENING**
   1.1. Call to Order
   M. Gignac called the meeting to order at 8:32 AM

   1.2 Roll Call
   All present

2. **PUBLIC COMMENT**
   2.1. For Public Comments, please see Bylaw on Meeting Conduct
   No public comment

3. ***CONSENT AGENDA**
   3.1. *Approval of Ad Hoc Budget Committee Meeting Minutes of October 11, 2024
   Motion by: C. Rivers
   Motion to approve Ad Hoc Budget Meeting Minutes of October 11, 2024
   Second: S. Tracey-Calash
   Roll Call: All in favor
   Vote: Motion carried

4. ***PRIORITY DISCUSSION / ACTION ITEMS**
   4.1. *Discussion and Possible Action on Templates and Timelines
   A.Cook presented previous years' "At a Glance", Breakdowns by Position by School, and historical budget differences. The Committee discussed that the goal is to formalize a template and process for all Budget Meetings that the Board of Education should follow when it comes to the budget process, bring it to the Full Board as an entire digital mock-up and eventually adopt it into Policy.

The Committee discussed that the "At a Glance" was missing capital improvement and that it should have a revenue section. They also discussed having a glossary or code book for the Budget Book.

The Committee discussed what the template and process would look like, who should present the budget, what charts should look like and what the Budget Summary should look like.

The Committee discussed providing a digital budget book that would be linked on the website and having the first few pages be the "At a Glance" or "Reader's Digest" as a summary.

4.2. Next Steps and Next Meeting

Ask the Unions their opinion on using names vs positions in the Budget Book.

R. Linkkila and A.Cook to create digital "skeleton" versions of the templates presented with the ideas talked about in agenda item 4.1

Look at the recommended timeline from R. Linkkila

Next Meeting is Friday, October 25, 2024 at 8:30 AM

5. ADJOURNMENT

Motion by: S. Tracey-Calash
Motion to adjourn.
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

M. Gignac adjourned the meeting at 9:34 AM

Respectfully submitted,

Alyssa Fratoni
Executive Assistant to the Superintendent